**CLARBESTON ROAD AFC**

**(Charity number 1163455)**

**Minutes of Annual General Meeting held on 12th July 2023 at Clarbeston Road AFC Club Room, Knock Field.**

**Attendees:** Steve Brown, Jenny Lewis, June Harries, Owen Roberts, Paul Bromley, Kevin Morris, Matthew Davies, Ian Eynon, Jason Wall, Steve Stretch, Kelly Hamid, Gemma Constable, Emma O’Sullivan, Matthew Fox, Raph Barnett, Matthew Ellis

**Apologies:** Judith Griffiths

1. **Chair’s address**

The Chair welcomed everyone to the meeting and provided a brief summary of the key events and developments over the past year. Reference was made to the loss of Mostyn Phillips, a lifelong member and Life President of the club for whom an Annual Memorial Tournament for the Under 12 age group will be established in August.

There had been a number of successes both on and off the field and further

improvements in club facilities. The club remains in a healthy financial position, although it had been necessary to move to a membership payment system from July 2023 as the “pay as you play/train” system was not a sustainable funding mechanism. The shortfall in this income required use of fundraising from events that should otherwise be used for development projects. Club membership had been sustained with further female player participation and a number of new volunteers have been recruited. Attendees were advised to refer to the full Annual Return and Accounts for a full report on the year.

The Chair paid tribute to the huge contribution made by retiring trustee June Harries, who was stepping down as a trustee after more than 25 years with the club. June was presented with a small gift by Jenny on behalf of the club and it was agreed that June would become a Life President of the club in recognition of her contribution. The Chair concluded by thanking the trustees and all club volunteers for their considerable commitment and contributions to the running of the club

1. **Minutes of previous AGM**

The minutes of the 2022 AGM were approved as accurate. Proposed by Ian, and seconded by Jenny.

1. **Statement of Accounts and Annual Return**

This combined document, produced by our accountants Llewellyn Davies, had been circulated in advance and placed on the Club’s website more than 2 weeks prior to the meeting. Jenny presented a summary financial report for the year with headline figures for income and expenditure for key activities. This financial performance of the club has continued to be satisfactory although the changes to member contributions mentioned in the Chair’s address had been necessary to ensure future financial sustainability. Jenny thanked all present for helping her and the Club during the year. In turn, the Chair thanked Jenny for her work as Treasurer throughout the year, noting the considerable increase in transactions and financial workload that has followed from the growth of the club.

1. **Appointment to trustee vacancies.**

A trustee vacancy was carried forward. The resignation of June Harries created a further vacancy. Two trustees (Ian Eynon and Kevin Morris) were retiring and seeking re-election and Kelly Hamid, appointed mid-year by the trustees, was seeking election for a further 3 year period. The only nomination received from a new candidate was from Gemma Constable. This meant there were 5 vacancies and 4 candidates. It was proposed by Steve and seconded by Paul that all 4 candidates be appointed as trustees and this was agreed unanimously. The following were therefore appointed:

Ian Eynon

Kevin Morris

Kelly Hamid

Gemma Constable

The Chair invited interest in the remaining trustee vacancy and Emma O’Sullivan expressed an interest. It was proposed by Steve and seconded by Jason that Emma be appointed and this was unanimously agreed by all present. There are no further vacancies and the full list of trustees is now as follows:

Steve Brown

Jenny Lewis

Paul Bromley

Owen Roberts

Matthew Davies

Jason Wall

Steve Stretch

Ian Eynon

Kevin Morris

Kelly Hamid

Gemma Constable

Emma O’Sullivan

1. **Officer Nomination**

A list of Officer nominations was tabled for information on the agenda and any comments were invited on the proposed allocation of roles. None were received and the roles for the coming year were confirmed.

1. **Appointment of coaches/managers**

The Chair ran through the list of registered coaches and helpers, confirming that most teams were well supported by volunteers. A parent has offered to become a coach for the new Under 6s group although further support will be needed for this group. More coaches for girls teams are also required, particularly for the new under 8s age group. The position for this time of the year is generally satisfactory although further recruitment effort will be needed and taken forward by the trustees. A full list of all volunteers will be shared with trustees for information.

1. **Appointment of accountants**

It was proposed by Ian and seconded by Jenny that we should continue to use Llewellyn Davies. This was unanimously agreed. There were no concerns about their performance this year and the accounts were produced to the required standard and timetable.

1. **Kit washing**

It was agreed that arrangements should stay the same, with no increase in kit washing payments as most teams now just issue shirts, making the task less onerous. It was noted that many coaches donated the money they were entitled to for kit washing back to the club. The club was very appreciative of this but the Chair emphasised that kit washers were fully entitled to payments to cover their costs should they wish to claim them. It was agreed that an account be set up with the laundry in Maenclochog that washes the second team kit to avoid coaches having to make cash payments.

1. **Groundsman**

It was unanimously agreed that Steve Stretch should continue in this role and he was thanked for his work. Support will be provided from other volunteers for pitch mowing and other maintenance tasks. Investment had been made recently in pitch maintenance equipment to provide more flexibility and reduce reliance on contractors.

1. **Training Kit/Equipment**

Matthew has prepared an order for new training equipment, balls etc and will place an order shortly. Several teams have sponsors willing to provide new kits, which was welcomed. Purchase of kits through our main provider, Pendle, provides a dividend to the club that we use to help offset training equipment purchase costs. It was agreed that a coordinated purchase of training tops etc be organised at the start of the season to allow discounted prices for members. Bobby Owen had offered to coordinate this,

1. **Food venue**

It was agreed we should continue to use the Cross Inn under existing arrangements.

1. **AOB**

There was no other business.

Meeting ended at 8.45 pm